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Wednesday,
August 25,
2010

SEMINAR LOCATION:
Ramada Tropics Resort
& Conference Center
5000 Merle Hay Road
Des Moines, IA 50322
Phone (515) 278-0271
www.ramadatropicsresort.com
Located off Interstate 80/35
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ENHANCE YOUR EEO KNOWLEDGE!

Attend the **2010 EEOC Des Moines Technical Assistance Seminar** sponsored by the EEOC Milwaukee Area Office.

This year's exciting and informative seminar will be held at the **Ramada Tropics Resort & Conference Center**, the only indoor water park in Des Moines and convenient to downtown and local area attractions.



EEOC Des Moines Seminar

U.S. Equal Employment Opportunity Commission

Seminar includes
a CD-ROM of 2000+ pages,
a complete **EEO LIBRARY!**



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?
Contact Maria Flores
EEOC Milwaukee Area Office
(414) 297-3594
(414) 297-4133 FAX
(414) 297-1115 TTY
maria.flores@eeoc.gov

Training You Can't Afford to Miss!

Join EEOC for a seminar on the latest developments in EEO law and best practices — from the experts who enforce the law.

Wednesday, August 25, 2010

EEOC Des Moines Seminar

www.eetraining.eeoc.gov

QUESTIONS ABOUT REGISTRATION?

1.866.446.0940

TTY# 1.800.828.1120

eeoc.traininginstitute@eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Who Should Attend?

- Human Resources
- EEO Managers & Staff
- Attorneys
- Managers & Supervisors
- State & Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

Training Institute Policies

PAYMENT — \$349 Fee includes seminar, a seven volume EEO library on CD, lunch and refreshments at breaks. PAYMENT MUST ACCOMPANY REGISTRATION. *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early (check or credit card payment must be received 30 days before the seminar). NOTE: All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for early bird discount.* In order to be confirmed:

State and local government attendees: Submit a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number.

"Purchase order number" could also be a requisition or document number, as appropriate. For all POs, please provide the name and phone number of a contact person for questions re: purchase order and payment.

Federal Government Registrants: If you need to register by federal agency purchase order, please contact our customer service staff at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation.

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, PO BOX 7580, ARLINGTON, VIRGINIA 22207** OR **FAX** your registration with payment to 518.615.8422.

QUESTIONS ABOUT REGISTRATION? 1.866.446.0940
TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of completed registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS, WALKINS, TRANSFERS

Cancellations received more than 7 work days in advance of the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar. Registrants are allowed one transfer to another 2010 seminar at no fee. Walk-ins need proof of payment to attend.

REASONABLE ACCOMMODATION REQUESTS — Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

AGENDA



Schedule

- 7:45 am — Registration
- 8:30 am — Start
- 4:30 pm — End
- Lunch provided

LET EEOC BE YOUR ON-SITE TRAINER:

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Maria E. Flores

Program Analyst

414-297-3594

maria.flores@eEOC.gov

ADA Amendments Act & Genetic Information Nondiscrimination Act

Laurie Vasichek, Senior Trial Attorney, EEOC Minneapolis Area Office

Laurie Vasichek, a Minneapolis “Super Lawyer,” will provide a review of two new laws that took effect in 2009. Learn about the ADAAA’s dramatic changes to the Americans with Disabilities Act including new definitions for “disability,” “major life activities,” “substantially limits,” and “regarded as.” GINA protects employees and applicants from discrimination on the basis of genetic information. Gain a better understanding of GINA’s prohibition on the use of genetic information in employment decisions, restrictions on the acquisition of genetic information by employers, and strict limitations on the disclosure of genetic information.

Identifying & Avoiding Illegal Hiring Practices

Brian Tyndall, Senior Trial Attorney, EEOC Milwaukee Area Office

When is the last time you took a really good look at your hiring process, especially in light of today’s diverse labor pool? Learn how to improve your organization’s fair hiring practices and in turn minimize the risk of employment litigation which can come in the form of individual or class action suits. An EEOC attorney will provide an inside perspective on “do’s” and “don’ts” on recruitment, pre-employment inquiries, interviewing, testing, and selection criteria that may inadvertently cause illegal employment discrimination.

Conducting an Effective Workplace Investigation

Helen Adams, Corp. Counsel, Pioneer Hi-Bred International Inc., Johnston, IA

Investigating internal workplace complaints is a critical job for HR professionals. An ineffective investigation can negatively impact employee morale and increase the odds of governmental discrimination complaints and lawsuits. Learn first hand from a former private defense attorney, and current corporate counsel, how to conduct an effective and defensible workplace investigation — preparing documentation and reports, taking appropriate action, preventing retaliation, etc.

Employee Leave & Return-to-Work Issues

Sharon Malheiro, Senior Shareholder, Davis Brown Law Firm, Des Moines, IA

Attorney Malheiro, a 2009 Iowa “Super Lawyer,” will provide you with a better understanding of the Federal and state laws that govern employee leave and return-to-work situations which may fall individually, or jointly, under the headings of the ADA, FMLA, Workers Compensation, pregnancy/maternity and military leave. Take away tips on assessing and effectively managing these issues within the requirements of the law.

Layoffs and Reductions in Force

Many employers are making the difficult decision to layoff workers in order to cut costs. If done poorly, and without a workforce analysis, employers may face costly litigation. Gain an overview and tips on how to navigate a layoff/RIF and how to comply with the legal requirements under WARN, OWBPA, and ADEA waivers.

EEOC Des Moines Seminar — August 25, 2010

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE**
www.eeotraining.eeoc.gov
- **MAIL**
EEOC Training Institute
P.O. Box 7580
Arlington, VA 22207-0580
- **FAX** to 518.615.8422

Hotel Arrangements

Registrants are responsible for making their own hotel and travel arrangements.

Ramada Tropics Resort & Conference Center

www.ramadatropicsresort.com
Phone (515) 278-0271
5000 Merle Hay Road
Des Moines, IA 50322
Located off Interstate 80/35 at Exit 131

SPECIAL RATE — \$75.00 Book by August 12, 2010

Double Queen or King
Standard Room

Limited number of discounted hotel rooms available for "EEOC Seminar" attendees. Discount rate only good for designated hotel rooms for overnight stay on Tuesday, August 24, 2010.

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First Name _____ MI _____ Last Name _____
Title _____
Organization _____ Suborg _____
Address _____
City _____ State _____ Zip _____
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Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? Yes No Describe accommodation requested or special diet needed _____

AMOUNT OF PAYMENT: \$349 \$319 Discount Price*

*Discount price available for on-line registration with a credit card or electronic check payment up to the day before the seminar and for mailed check or mailed/faxed credit card payment received 30 days before the seminar.

Credit Card MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____

Card Security Code _____ (the non-embossed 3 or 4 digits near the signature block)

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Check Payable to EEOC Training Institute

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Name/Phone # of Billing Contact _____

If you need to register by Federal agency purchase order, please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov. By registering for a Training Institute event, you agree to all applicable Institute policies.

Person filling out this form (if different than registrant)

Name _____

Email _____

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? Yes No

Employees at Your Facility:

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+-

Your Position Category:

- Attorney EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor HR Staff
- Mediator, ADR Other Manager, Supervisor
- President, CEO, Owner Union Representative
- Other _____

Your Organization's Business Type:

- Federal Gov't
- State/Local Gov't
- Private
- Private With Interest in Fed Trng

How did you learn about our seminar?

- Brochure in mail Colleague Email
- Website/Internet Newspaper/Radio Ad
- Professional Organization SHRM EEOC event
- Other _____